

Bylaws for your Organization

Bylaws are simply general rules governing a group. They should include the name and purpose of the group, description of members, terms of officer, dues, meetings, and a provision for amendments.

Having well thought out bylaws for your group can resolve controversy before it begins. By clearly spelling out the purpose of the group, the officers of the group, the form and frequency of elections and defining membership these rules offer important guidelines for a new organization. Following them provides a clear record of your organization's actions.

Sample Bylaws

Name

The name of the group shall be _____

Purpose

Define in a way that suits your organization for example the purpose of the group shall be to promote a better neighborhood and community through group action.

Membership

Define in a way that suits your organization

Dues

Dues shall be _____ -if desired, funds collected can be used to defray mailing costs etc...

Officers

The officers shall be a President, Vice President, Secretary and Treasurer who shall be elected in _____ of each year. The term of office shall be one year.

Committees

The membership may establish necessary committees at any meeting. The President may also establish such committees. The President shall appoint committee chairpersons.

Steering Committee

The officers and committee chairpersons shall constitute the Steering Committee and may act for the group between meetings.

Meetings

Regular meetings will be held on the _____ of each month, or more often as deemed necessary.

Quorum

At least ten percent of the membership must be present to conduct official business.

Amendments

The bylaws may be amended at any regular meeting. Two-thirds (2/3) of those members in attendance must approve the amendment.

This is an outline showing more detailed bylaws – if desired.

Article I

Name

Article II

Members

Sec. 1—Members Defined

Sec. 2—Voting and Other Rights

Article III

Directors

Sec. 1—Number

Sec. 2—Vacancies

Article IV

Meetings

Sec. 1—Regular and Special Meetings

Sec. 2—Place of Meetings

Sec. 3—Notice of Meetings

Sec. 4—Quorum

Sec. 5—Absence of Meetings

Article V

Officers

Sec. 1—Officers

Sec. 2—Duties of Officers

Sec. 4—Removal and Resignation

Article VI

Miscellaneous

Sec. 1—Checks, Drafts, etc.

Sec. 2—Fiscal year

Article VII

Amending or repealing Bylaws